



Document version 1.0, October 2022

Quick Guide – Onboarding procedure for the user and organisation

DETEC eGovernment portal

i

This Quick Guide describes the onboarding procedure for you as a user and your organisation. It describes how to:

1. onboard as a user
2. enter your organisation
3. request rights for any existing organisations
4. add permissions at a later date.

1

Part 1: How does the first login to the DETEC eGovernment portal work?

Once you [register as a user](#), you are taken to the DETEC eGovernment portal. Accept the terms of use here and launch the guided tour of the portal.

All the main features of the portal are explained as part of the tour. You can cancel the tour at any time after starting it.

eGovernment DETEC

Service catalogue Business cases Favourites Messages Tasks My organisation

Terms of use

1. Scope and purpose
 - 1.1. The Federal Department of the Environment, Transport, Energy and Communications (DETEC) operates the DETEC eGovernment portal at [assessur.de/assessur](#). This is where the department's federal office and its decentralised agencies offer online services to facilitate administrative procedures for natural persons and legal entities.
 - 1.2. The following terms apply to all users of this portal, regardless whether they are registered users or visitors.
2. Terms of use and user authorisation
 - 2.1. Users must have legal capacity.
 - 2.2. The specific terms of use can be found in the detailed descriptions of the different services.
 - 2.3. In order to use the services, users must accept the terms of use after registration. This does not apply to guest users.
 - 2.4. Some services require users to register through the federal identity management system.
 - 2.5. The different services may require different levels of authentication with one or two factors which can be increased via the federal identity management system.
 - 2.6. Users may in principle use any service available in the Service catalogue for their own purposes or on behalf of a third party or legal entity (firms, organisation, association, etc.), see Section 3.
 - 2.7. Registered users may register legal entities not already registered in DETEC's eGovernment portal.
 - 2.8. Registered users may submit an authorisation request for legal entities registered in DETEC's eGovernment portal, which is approved or rejected by a previously registered administrator defined by the legal entities.
 - 2.9. The use of certain services requires prior official verification of written documents, such as a certificate of residence or authorisation to sign for an organisation. This applies to the user themselves as well as the organisation the user is authorised to sign for. Preconditions are indicated in the service description of each service. Official certification can be initiated on DETEC's eGovernment portal. The documents submitted are verified by a staff member.
3. User responsibilities and duties
 - 3.1. Users are solely responsible for the information they provide about themselves.
 - 3.2. Users are solely responsible for the information they provide about an organisation for which they have been authorised.
 - 3.3. Users confirm that their data, including its content and description, remain non-sensitive or that

☐ I accept electronic legal transactions in accordance with the DETEC eGovernment Portal terms of use.

Decline Accept

After the guided tour, you can complete your user data so as to facilitate future communication and the processing of services.

123

Step 1 - Personal details

Create your personal details

To use the DETEC eGovernment Portal's services, you must enter the following data on your personal user. All information about your organisations will be recorded afterwards.

Title *
not indicated

First name
Johnny

Surname
English

Email address
onboardingtest13@gmx.ch

The first name, last name & e-mail address were taken from the login data and can only be changed via eIAM.

You can optionally add the following information about your personal user.

Nationality
Switzerland, CH, +41

International dialling code
Switzerland, CH, +41

Telephone number

Correspondence language

Future communication with your organisation will be in this language.

Correspondence language *
(PAI)

Cancel

Next page

123

Step 2 - Correspondence address

Enter your address

When entering the correspondence address, a validation service from the Swiss Post is used. You can deactivate the validation service with the checkbox below.

Postal code *
3000

Town *
Bern

Additional line 1

Street
Musterstrasse

House number
1

Additional line 2

Country *
Switzerland, CH, +41

Was the address not found or do you want to enter an international address?
Then select the following checkbox to deactivate the automatic suggestions.

☒ Deactivate address validations

Cancel

Previous Page

Next page

Your current permissions are displayed in the last step. If nothing is displayed here, go to Part 2.

123

Step 3 - Authorisations

Existing authorisations

The following organisations are registered on the DETEC eGovernment Portal and you already have the necessary authorisations for them.

Eidgenössisches Departement für Umwelt, Verkehr, Energie und Kommunikation (UVEK) (Kochergasse 10, 3011 Bern, CHE)

You have the following authorisations for the organisation mentioned above

Authorisation level
Administrator

If this is empty, that means you are not authorised for any organisation registered on the Portal.

Cancel

Previous Page

Complete

2 / 4

Part 2: How do I create a new organisation?

In the top navigation bar, under 'My organisation', select the 'Create organisation' service.

We recommend you enter your organisation using the UID and add further information in organisation lines 2 and 3 (such as your department, division, team, etc.).

If you get a message saying that your organisation already exists in the DETEC eGovernment portal, go to Part 3.

However, if you nonetheless wish to enter your organisation again, select 'Yes, create organisation again' to create a new organisation under the same UID.

In this case, make sure to enter additional information in organisation lines 2 and 3, such as your department, division, team, etc., so that other users will be able to recognise your organisation correctly.

3

Part 3: An organisation with my UID has already been created in the DETEC eGovernment portal. How can I obtain permissions for this organisation?

In the top navigation bar, under 'My organisation', select the 'Request organisation rights' service and enter your organisation's name.

Is your organisation (organisation name, organisation line 2, organisation line 3 as well as the address, postcode and town) shown in the search results?

Yes → Select the permission level you require and complete the service. In the comment box, tell the administrator why you are requesting this permission. The organisation's current administrator will receive a message with your request and process it.

No, the organisation does not match → Create a new organisation as described in Part 2.

4

Part 4: For which organisation do I already have permissions?

Go to 'My permissions' to check which organisations you are already authorised to access.

